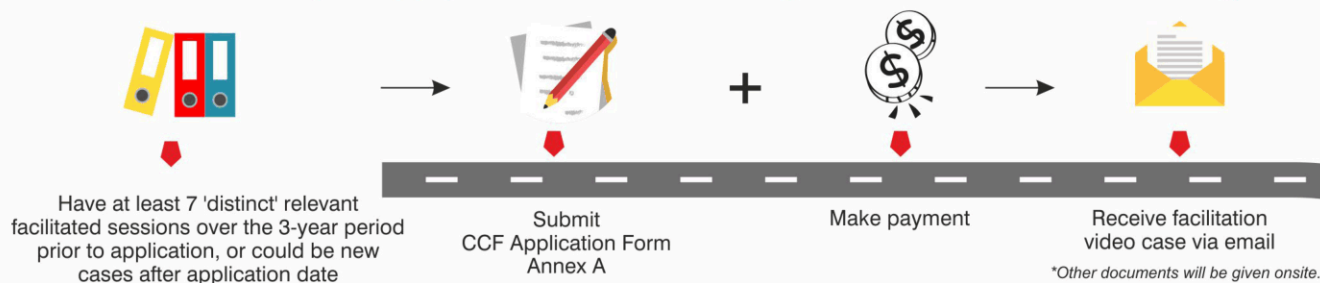


Certified Competent Facilitator (CCF) Certification – Application Process Guide 2026

A. Before you apply for the Certified Competent Facilitator certification,



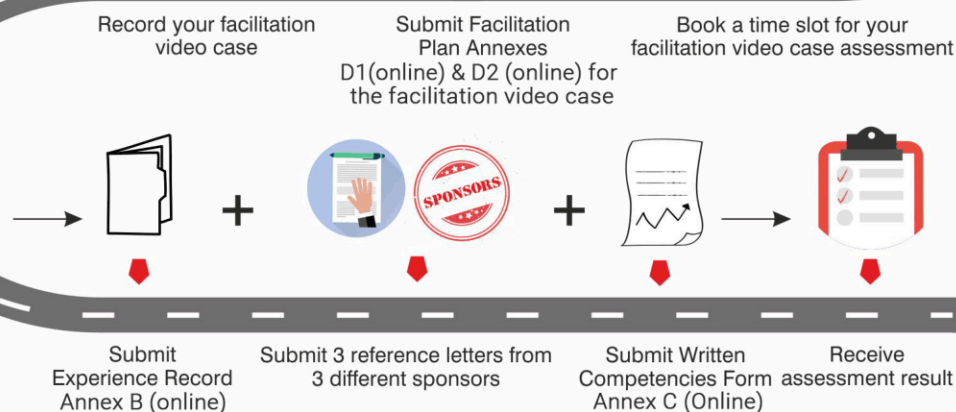
B. Application Process

Online Forms B, C, D1 & D2 will be submitted on the Certification Administration Tracking System (CATS).

C. To meet the CCF requirements,

score 2.5 or higher out of 5

Within one year



Successful:
Receive Certificate. Apply for Certified Master Facilitator (CMF) within 2 years or renew your CCF every 2 years.

Unsuccessful:
Apply for Reassessment.

A distinct facilitated session must meet the following five criteria:

1. last at least two hours;
2. include a minimum of five participants, not counting the facilitator;
3. result in a shared deliverable (e.g., action list, decision, priorities, next steps) created by participants through interaction
4. involve the participants speaking at least 2/3rds of the time;
5. involve the facilitator leading the session by guiding participants through each agenda item.

2-yearly CCF Renewal Requirements:

1. Submit application form and make payment.
2. Attended 10 hours professional development over last 2 years.
3. Facilitated 5 engagements over past 2 years.
4. Provide 500 words essay to 3 questions.
5. Attend a 20 mins online interview.